

Risk Assessment Record Form – Runshaw College Appendix A

Activity:	Coronavirus (COVID-19) Specific Risk Assessment for Interviews 2020/21	Date of risk assessment:	26 September 2020
Location:	Leyland Campus	Checked and approved by:	
Completed by:	Timothy Cahill	Next review date:	On any changes

Please use this specific Risk Assessment in conjunction with the College's Generic COVID-19 Risk Assessment.

COVID-19 Hazards:

The government, PHE and HSE have confirmed there are two ways in which the disease can be transmitted, and therefore two key hazards:

- Direct contact with the virus, via coughing, sneezing, airborne particles.
- Physical contact with any contaminated surfaces and then contact with the individual via touch.

The key controls the College is using, to ensure the whole college community is safe (referenced by their number below):

1. Staff are encouraged to work from home whenever they do not have on-campus commitments or responsibilities. Students are encouraged to study from home whenever they do not have scheduled on-campus sessions.
2. Any staff or students with symptoms must stay at home (including where a family member has symptoms).
3. Regular deep cleaning and stringent hygiene measures.
4. Enhanced handwashing and sanitisation procedures.
5. Promotion of the 'catch it, bin it, kill it' approach to respiratory hygiene.
6. Reducing close contact via social distancing (in corridors, classrooms, office facilities and social / study areas etc.) (2 metres and 1 metre plus rules).
7. Reducing close contact on college transport; using of hand sanitiser and face coverings on college transport.
8. Reducing close contact by maintaining distinct groups ("bubbles") or (rotas), where this is possible.
9. Testing and isolation arrangements for staff and students (government to provide Colleges with some test kits before September 2020).
10. Protection for vulnerable staff and students via individual risk assessments.

Rationale: The interviews are bookable only - only visitors who have pre-booked a slot will be allowed on site. Each visitor will be registered, allowing us to know who has attended. All interviews are individual & one member of the Schools Liaison Admission Team will interview 1 student whilst their parent/guardian sits in the waiting area. Each visitor has been sent & agrees to the Rules of the Visit <https://www.runshaw.ac.uk/your-admissions-interview-at-runshaw-college/>

What are the hazards?	Who might be harmed and how? (Risks)	What are you already doing? (Controls)	Remaining risk level? H, M, L	What further action is necessary?	Action by who?	Action by when?	Done
Contact with airborne particles or a contaminated person/surface	Visitors arriving in cars	<ul style="list-style-type: none"> ▪ Signs guiding them to the relevant Car Park & start point ▪ Clear rules of visit communicated before arrival via email & specific webpage https://www.runshaw.ac.uk/your-admissions-interview-at-runshaw-college/ 	L	<ul style="list-style-type: none"> ▪ Ensure these measures are in place. 	TCa	w/c 5 October	
Contact with airborne particles or a contaminated person/surface	Staff & visitors @ Welcome Points A. Student Entrance: Arrivals in term time	<ul style="list-style-type: none"> ▪ Spread out visitor slots to control numbers, 30 mins max visitor time ▪ One student & max of 1 parent/guardian ▪ Visitors & Staff will adhere to Social Distancing, face coverings, hand sanitising. 	L	<ul style="list-style-type: none"> ▪ Ensure these measures are in place. 	TCa	w/c 5 October	

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<i>What are the hazards?</i>	<i>Who might be harmed and how? (Risks)</i>	<i>What are you already doing? (Controls)</i>	<i>Remaining risk level? H, M, L</i>	<i>What further action is necessary?</i>	<i>Action by who?</i>	<i>Action by when?</i>	<i>Done</i>
Contact with airborne particles or a contaminated person/surface	Visitors & Staff moving around Campus	<ul style="list-style-type: none"> ▪ Spread out visitor slots to control numbers, 30 mins max visitor time ▪ Signage all around campus regarding distancing and sanitation <p>Clear rules of visit communicated before arrival via email & specific webpage https://www.runshaw.ac.uk/your-admissions-interview-at-runshaw-college/ Cleaning of shared facilities – bannisters, doors etc including shared bathroom facilities with occupancy limits on them.</p>	L	<ul style="list-style-type: none"> ▪ Ensure these measures are in place. 	TCa	w/c 5 October	